



Fortunate Place



Shire of Wickepin

Executive Support Officer

18/19

Executive Support Officer

An opportunity exists for an enthusiastic, self-motivated person to fill the position of Executive Support Officer at the Shire of Wickepin.

Remuneration will be based on the Local Government Industry Award 2010 starting at a Level 3 up to Level 4 depending on experience.

For information on how to apply, please contact the Shire Office on 9888 1005 or email admin@wickepin.wa.gov.au.

Information is also available on the Shire of Wickepin website: www.wickepin.wa.gov.au

Applications close on Friday 26 October 2018 at 4.00pm and should be addressed to:

‘Private & Confidential, Application – Executive Support Officer’
Chief Executive Officer
Shire of Wickepin
PO Box 19
Wickepin 6370

Mark J Hook
CHIEF EXECUTIVE OFFICER

Executive Support Officer

Full Time Position

The Shire of Wickepin is seeking an efficient, organised and customer service focused individual to join our team for the position of Executive Support Officer full time.

Key Responsibilities and duties

Executive Support

- Provide confidential secretarial support to the Chief Executive Officer and Deputy Chief Executive Officer and other Senior Staff as required.
- Co-ordinate meetings and appointments for the Chief Executive Officer and receive all telephone calls and counter enquires directed to the Chief Executive Officer.
- Prepare correspondence for the Chief Executive Officer.
- Prepare reports and other documents including newsletters and invitations as requested.
- Undertake necessary research and analysis as required.

Council Support

- Prepare agendas for all meetings including Committee and Council meetings.
- Organise catering and other requirements for Council meetings, civic functions and other receptions as required.
- Prepare reports for Council's consideration as required.
- Attend Committee and Council Meetings and take minutes as required.
- Provide administrative assistance to Councillors as directed by the Chief Executive Officer.

Shire Support

- Coordinate Council's publications e.g. media releases and advertising.
- Maintenance, administration and development of Council's Website.
- Maintain and develop Council's Website, Facebook page and Instagram account.
- Arrange advertisement insertion to be placed as requested in government gazette, newspapers, internet, and public notice boards.

The ideal candidate will have previous administration experience, strong computer skills and excellent customer service skills. Previous experience with records management and knowledge of Local Government structure would be advantageous.

Attractive conditions of employment are offered including 9.5% superannuation, uniform and other benefits.

Applications close 4.00pm Friday 26 October 2018.

Executive Support Officer

About the Shire

We are located 210kms South East of Perth. Our Shire is made up of five distinct areas – Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. We have unique wildflowers, big skies and lakes. The Swan River springs from here, beginning as the Avon River, as does the Blackwood River. We have the endangered Freckled Duck and the Spider Orchid. We boast rural living at its best with essential services close to hand. Excellent educational, medical and recreational facilities and community programs are available.

Our Vision

The Shire's vision statement has been revised to be more reflective of community sentiments following community consultation conducted, supporting the Shire's envisaged strategic direction:

A Fortunate Place.

"Wickepin offers a safe, pleasant healthy lifestyle, with a community that has strong sporting and social networks".

Key community objectives

We have grouped the aspirations and needs you, shared with us during consultation into themes, each with supporting goals and measures of success. These meet the four community objectives:

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management.
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service and inclusive community engagement.

Submitting An Application

Guidelines

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

Eligibility

In order to be considered for the position, you must be able to show that you meet all the essential criteria. Before preparing your application, check the essential criteria described in the attached position description to make sure you are eligible to apply.

Preparing Your Application

When you have ascertained that you have met all of the essential selection criteria your next step is to prepare your application.

1. Covering Letter

Your application should include a covering letter. The covering letter is an introduction to your application and should state identifying details of the position that you are applying for, your desire to be granted an interview, together with any relevant information on your availability for an interview.

2. Resume/Curriculum Vitae

Personal Details – name, address telephone number etc.

A summary of your work history beginning with your most recent position. Include starting and finishing dates, your position and the types of tasks that were required in each job, and your key achievements. Also provide reason for leaving previous position.

Your education and training achievements. Include any that you are currently undertaking. Membership of any professional bodies should also be included.

Any activities that you have undertaken outside of work which are relevant to the position that you are applying for.

3. Statement of Claims against the Selection Criteria

Your selection for an interview will depend on you demonstrating that you meet the essential criteria.

4. When preparing your “Statement of Claims against the Selection Criteria”

Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.

Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criterion is dependent on the position you are applying for. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.

Provide details of any activities you have undertaken outside of work which are relevant to the application.

5. Referees

Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.

Referees should be contacted for approval before listing them in your application.

Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.

We understand you may not wish us to contact current work referees initially. If this is the case please let us know.

6. General Application Information

Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.

Do not attach any information that is not relevant to the position that you are applying for.

When lodging your application, submit a covering letter, Resume, statement of claims against the selection criteria and written references.

Staple all information in the top left - hand corner. DO NOT submit your application in plastic or cardboard folders (as your application may need to be photocopied).

7. Submitting Your Application

You may post, deliver, e-mail or fax your application. Applications must arrive by 4.00pm on Friday 26 October 2018.

Mark your application:

PRIVATE & CONFIDENTIAL - Application for Executive Support Officer
Chief Executive Officer
Shire of Wickepin
P.O. Box 19
WICKEPIN WA 6370

Should you require any further information or assistance, please contact:

Mark Hook
Tel: 08 9888 1005
Email: admin@wickepin.wa.gov.au

The Shire of Wickepin is an Equal Employment Opportunity Employer and is committed to employing the best applicant for each vacancy.

Employment Conditions

Location	The position is based at the Shire of Wickepin, 77 Wogolin Road Wickepin WA 6370.
Industrial agreement	Local Government Industry Award 2010
Salary	Level 3-4 Local Government Industry Award 2010
Tenure	Permanent
Hours of work	8.30 – 5.00pm Monday to Friday
Superannuation	Superannuation of up to 9.5%. Salary Sacrifice is available on the employee's contributions.
Annual leave	4 weeks as per Local Government Industry Award
Personal/carer's leave (recognised as sick leave)	As per Local Government Industry Award
Long service leave	13 weeks long service leave after 10 years continuous local government service, transferable between local governments within Western Australia.
Relocation assistance	Council will meet the reasonable costs of the successful applicant's removal expenses (up to \$5,000) with 50% reimbursement after 6 months and the balance after the completion of 12 months service.
Clothing allowance	\$600 p.a. – subject to conditions.
Probationary period	Appointment is subject to a three month probationary period. At the end of the three month period your tenure and conditions of employment will be reviewed. The probationary period may be extended if performance is not satisfactory.

Executive Support Officer

Position Description

- 1 **TITLE**
Executive Support Officer
2. **LEVEL:**
Level 3-4 Local Government Industry Award 2010
- 3 **DEPARTMENT/SECTION**
Administration
- 4 **KEY OBJECTIVE OF POSITION**
Provide confidential secretarial support to the Chief Executive Officer and Deputy Chief Executive Officer and other Senior Staff as required.

Co-ordinate meetings and appointments for the Chief Executive Officer and receive all telephone calls and counter enquires directed to the Chief Executive Officer.

Prepare correspondence for the Chief Executive Officer. Prepare reports and other documents including newsletters and invitations as requested.

Ensure all Governance deadlines under the Local Government Act 1995 are met.

Maintain and organise CEO appointments on a daily basis.

Undertake necessary research, and analysis as required.

Prepare agendas for all meetings including Committee and Council meetings.

Organise catering and other requirements for Council meetings, civic functions and other receptions as required.

Prepare reports for Council's consideration as required. Attend Committee and Council Meetings and take minutes as required.

Provide administrative assistance to Councillors as directed by the Chief Executive Officer.

Coordinate Council's publications e.g. media releases and advertising.

Maintain and develop Council's Website, Facebook page and Instagram account.

Arrange Advertisement Insertion to be placed as requested in Government Gazette, Newspapers, internet, and public notice boards.

Work with the Community Development officer organising and advertising events.

5 OUTCOMES FOR THE POSITION

5.1 Within Section

Institute and maintain procedures to ensure secretarial and administrative tasks are carried out in accordance with designated timing

5.2 Within Organisation

Liaise with other staff for the provision of secretarial and administrative functions for the Chief Executive Officer and Shire President.

6 REQUIREMENTS OF THE JOB

6.1 Skills

- Computer Literacy Skills - essential - Word, desirable - Excel spread sheet and graphics (PowerPoint).
- Accurate typing, word processing and reception skills.
- Well-developed communication skills, both written and verbal
- Excellent time management and organising skills
- Good Keyboard Skills
- Good Public Relations Skills
- Developed Correspondence Skills

6.2 Knowledge

- Knowledge of Records Management principles and practices.
- Knowledge of Statute Law pertaining to Local Government.
- Developing knowledge of Council's organisational structure and functions.
- Good command of the English language.
- Sound knowledge of word processing systems i.e.: Word for Windows.
- A working knowledge of computers.

6.3 Experience

- Clerical and administrative experience in a work environment.
- Considerable experience in a Secretarial position incorporating keyboard and customer relation's duties.

6.4 Qualifications and/or Training

Formal qualifications are not essential; however previous experience in provision of executive type secretarial support would be considered an advantage.

7 KEY DUTIES/RESPONSIBILITIES

Governance Duties

- Provide confidential secretarial services for the Chief Executive Officer, and the Shire President as may be required from time to time.
- Process the Chief Executive Officers outgoing correspondence and minutes of meetings as required.
- Co-ordinate meetings and appointments for the Chief Executive Officer and receive all telephone calls and counter enquires directed to the Chief Executive Officer.
- Prepare reports and other documents including newsletters and invitations as requested.
- Undertake necessary research, analysis and other projects as required.

- Coordinate preparation of agenda's as required and ensure that meeting notices for all Council and Committee meetings are sent out within the required timeframe, this includes collation of various officers reports.
- Oversee Council meeting arrangements as required and arrange other meetings and functions as directed by the Chief Executive Officer.
- Organise catering and other requirements for Council meetings, civic functions and other receptions as required.
- Attend and record minutes at Council meetings and committee meetings as directed.
- Ensure visitors and guests to the Shire and its meetings are correctly advised and are dealt with proper decorum.
- Ensure all Governance deadlines under the *Local Government Act 1995* are met.
- Maintain the Council's Policy Register and Register of Legal Documents.
- Ensure copies of all Council agenda items are placed on the Shire of Wickepin Website and appropriate files and that a copy of all committee and Council minutes relevant to those items is subsequently filed.
- Collate Council's Minutes and Agendas for signing and confirmation by authorised members, in accordance with statutory requirements.
- Ensure compilation of Council's Interest Register & Gift's Register.
- Coordinate Council's publications e.g. media releases and advertising
- Maintain and develop Council's Website, Facebook page and Instagram account.
- Arrange Advertisement Insertion to be placed as requested in Government Gazette, Newspapers, internet, and public notice boards.

Administrative Support Duties

- Provide administrative assistance to Councillors as directed by the Chief Executive Officer
- Provide secretarial support to senior officers under their limited general direction.
- Answer incoming telephone calls when Administration Officer is busy.
- Assist with counter enquiries when Administration Officer is busy.
- Process Department of Transport on-line licensing if required. (Training will be provided)
- Develop and maintain operational practices and guidelines as they pertain to the position.
- Follow up public enquiries relating to work area and provide information and material on request.
- Ensure all advertising/public notices are published in accordance with Council policy and statutory requirements.
- All other Council duties from time to time as requested by the Chief Executive Officer.

8 ORGANISATIONAL RELATIONSHIPS

- a) **Responsible to:**
Chief Executive Officer
Deputy Chief Executive Officer
- b) **Supervision of:**
Not Applicable
- c) **Internal and External Liaison:**
- Internal**
- Chief Executive Officer
 - Shire President/Councillors

- Senior Managers
- Other Staff

External

- Community Groups
- Ratepayers/Residents
- Various Business Organisations
- Government Departments
- Local Government Agencies

9 EXTENT OF AUTHORITY

Works under direct supervision of Chief Executive Officer and also executes work allocated by other internal liaison officers under their limited general direction.

10 AWARD

Local Government Industry Award (Local)

11 SELECTION CRITERIA**Essential**

- Developed working knowledge of Word;
- Developed clerical, secretarial and administration skills;
- Highly developed time management skills;
- Developed written and verbal communication skills;
- Developed Interpersonal Skills;
- Computer Literacy Skills;
- Proven ability to work under pressure, use initiative and be well organised.
- Good Public Relations Skills.

Desirable

- Working knowledge of Microsoft Office suite of packages;
- Some knowledge of governance matters pertaining to Local Government;
- Understanding of Local Government principles and procedures;

12 COMMENTS**Work outside of ordinary hours:**

The Shire Council employees work a 38 hour week; being from 8.30am to 5.00pm Monday - Friday Office Hours.

Employees take a ½ hour lunch break and are entitled to a monthly RDO. The RDO is taken in line with the roster system established.

All employees are required to read and sign the Induction Manual prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

Signed:**Signature:****Date**

Employee

CEO

Position Description Review History

Created		
Reviewed and Updated	22 August 2017	CEO Mark Hook
Reviewed and Updated	25 September 2018	CEO Mark Hook